

NEW JERSEY DEPARTMENT OF THE TREASURY



NOTICE OF VACANCY

AUDITOR 2

SALARY RANGE: \$56,408.42 - \$80,018.75 (P23) **HOURS OF WORK:** NE work week

POSTING PERIOD FROM:

August 7, 2015

TO: August 21, 2015

OPEN TO:

☐ Unit Scope ☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Office of the State Treasurer
Internal Audit Unit
28 West State Street, 5th Floor
Trenton, New Jersey 08625

JOB DESCRIPTION:

Under the direction of the Chief Internal Auditor, performs operational and compliance audits and reviews within the Department of Treasury using the standard audit methodology. Identifies key controls and tests their design and operating effectiveness and develops recommendations designed to mitigate identified control weaknesses. Prepares detailed and organized audit work papers and documents test results that support audit conclusions and findings. Interacts with auditees including Division Directors and senior management to assess audit findings. Assists auditees with the development of action plans to mitigate identified weaknesses. Prepares comprehensive audit reports and analyses containing findings, conclusions, and recommendations. Performs follow-up reviews of audit reports issued by the Office of Legislative Services and State Auditor to determine status. Assists in the annual Department of the Treasury internal control assessment process.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in professional Accounting courses which may include courses in Municipal or Government Accounting.

NOTE: Possession of a valid certificate as a Certified Public Accountant (CPA) issued by the New Jersey Board of Accountancy may be substituted for the Bachelor's degree.

NOTE: Applicants who have successfully completed the required twenty-one (21) semester hour credits in Accounting but do not possess a Bachelor's degree may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college.

EXPERIENCE: Two (2) years of accounting or auditing experience.

SPECIAL NOTE: The ideal candidate is a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Internal Security Auditor (CISA) with sound project management skills as evidenced by management of multiple, simultaneous audits or equivalent engagement/project experience. A strong knowledge of internal control concepts and U.S. Generally Accepted Accounting Principles (GAAP) is necessary. Solid PC skills with demonstrated proficiency in office productivity tools such as Microsoft Office, Microsoft Project, etc. and strong written and oral communication skills are also required.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period. Note: A copy of your transcript(s) and/or CPA certificate (if applicable) must be included with your submission.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Auditor 2)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer